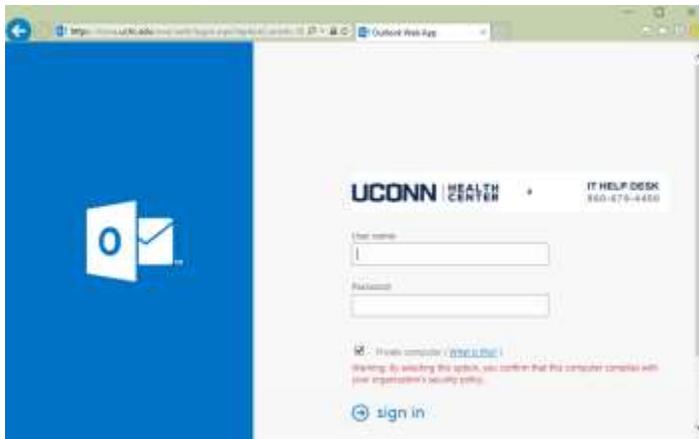


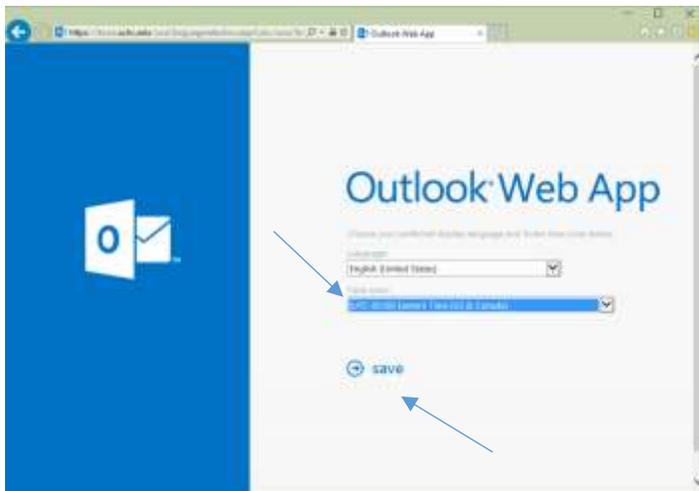
What is Outlook Web Access?

Outlook Web Access (OWA) allows you to remotely access your UConn Health Outlook email account. You can use an Internet Browser Such as Internet Explorer (I.E.), Firefox, Chrome, Safari, etc. to connect to your email. The website **itowa.uchc.edu** will redirect you to a secure session automatically. The address for UConn Health is: <https://itowa.uchc.edu> or <http://itowa.uchc.edu>. Both of these addresses will redirect you to <https://itowa.uchc.edu>.

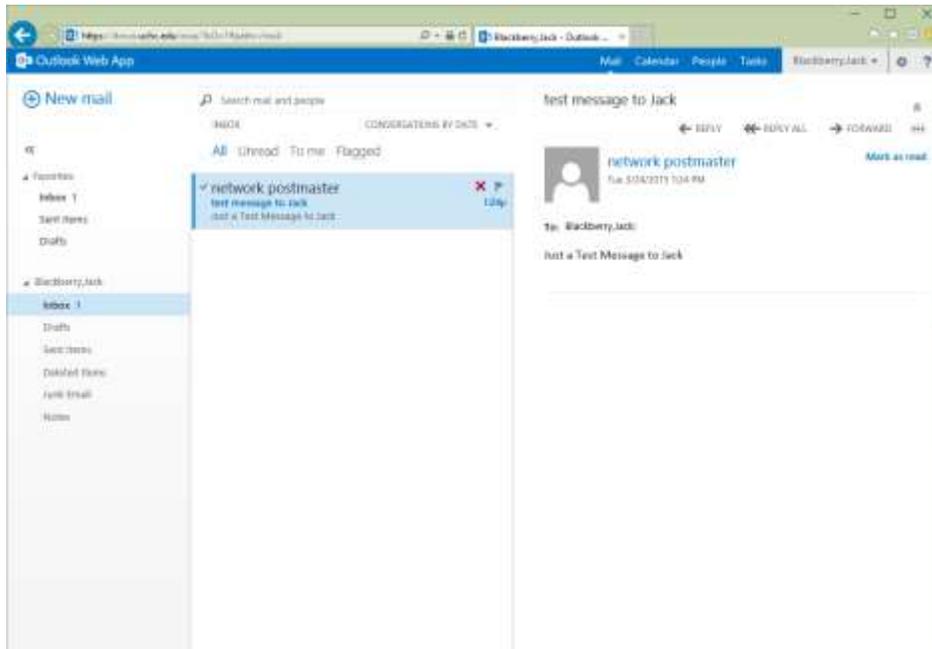
You will be presented with a UConn Health login screen, you need to use your UCHC domain login. Supplying the UCHC\ that can come before your UCHC domain name is optional and not needed.



If this is the first time that you are connecting to Outlook Web Access you will need to supply a time zone. Select (UTC -05:00) Eastern Time (US & Canada) and click save.



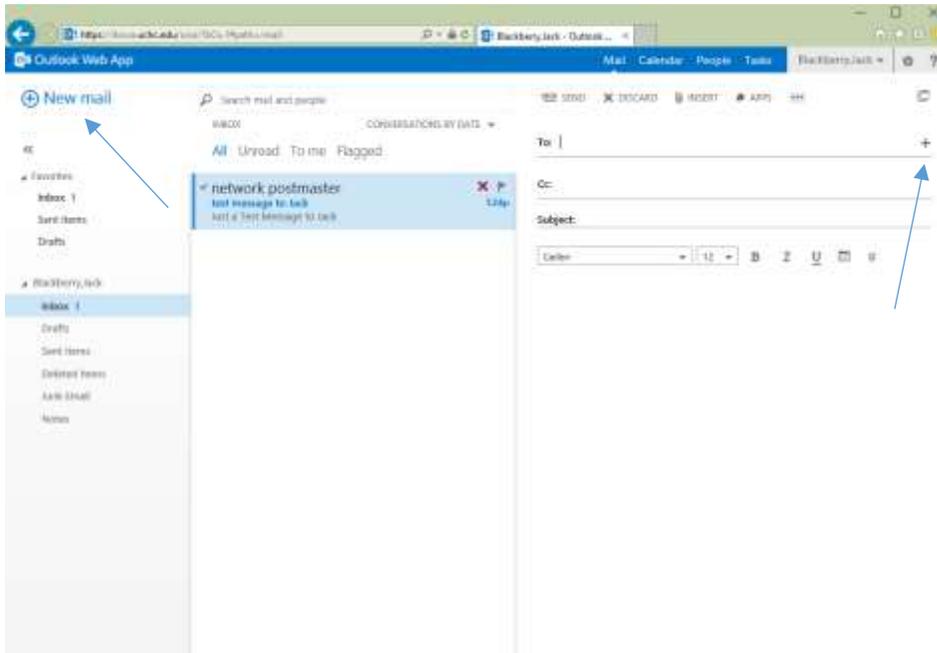
You have now successfully logged into Outlook Web Access. You should be seeing a screen similar to the one below:



Now we will go through some screens to familiarize you with how to perform different tasks within Outlook Web Access.

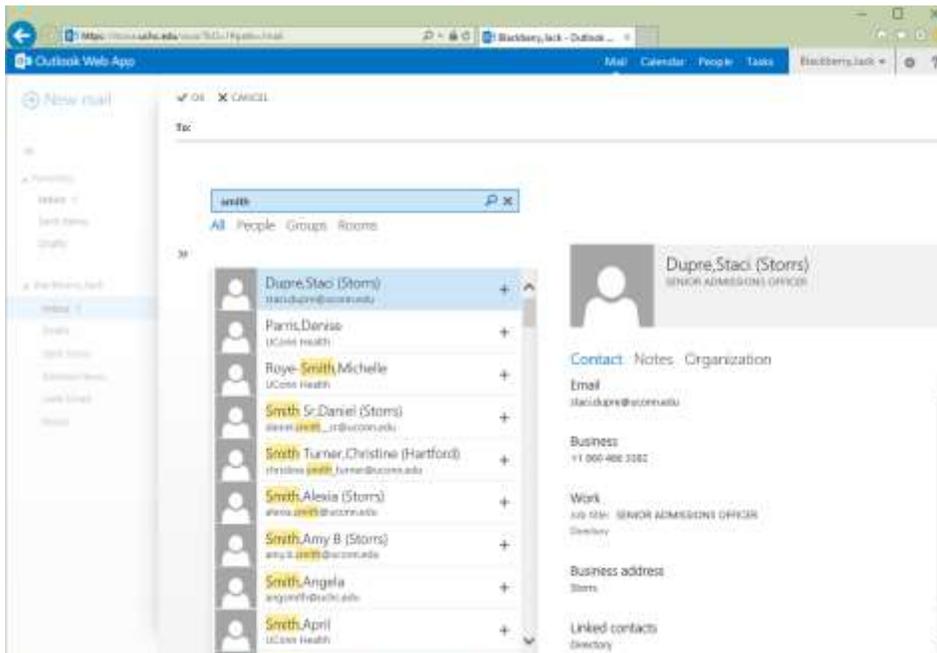
Creating a new email

To create a new email you just need to left-click on the + New Mail that is located in the upper left hand corner of the screen.



Lookup an email address from the UConn Health Global Address Book.

When you select the To: or the CC: fields a plus (+) sign will appear to the right (see picture above). Clicking on the plus (+) sign will let you search for an internal email address that you wish to send to.



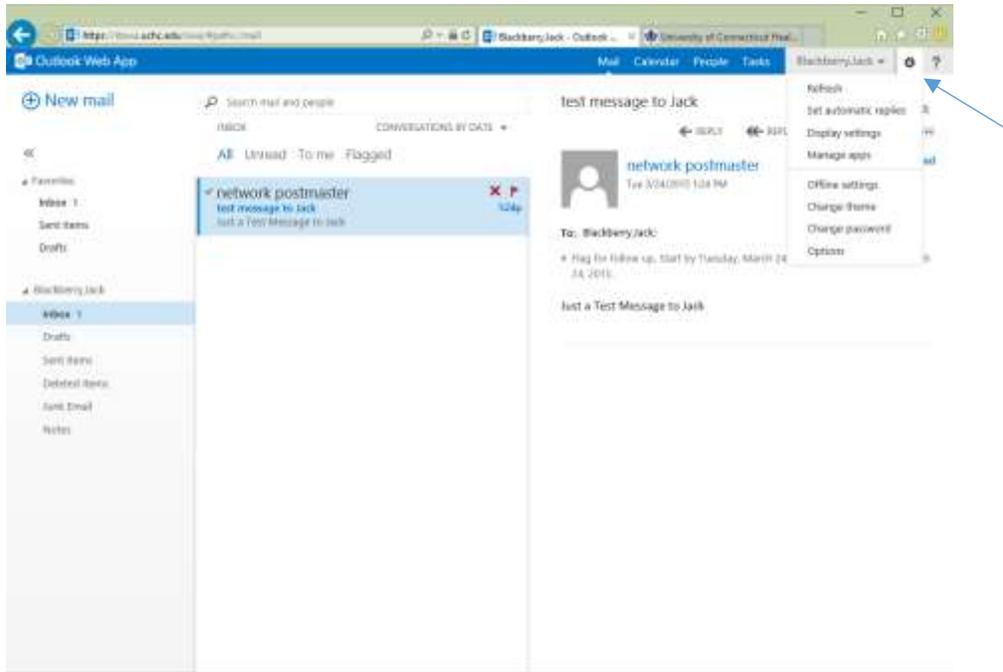
After you have completed composing your message just click on the Send button above the message.

UConn Health Information Technology
Outlook Web Access
Users Guide

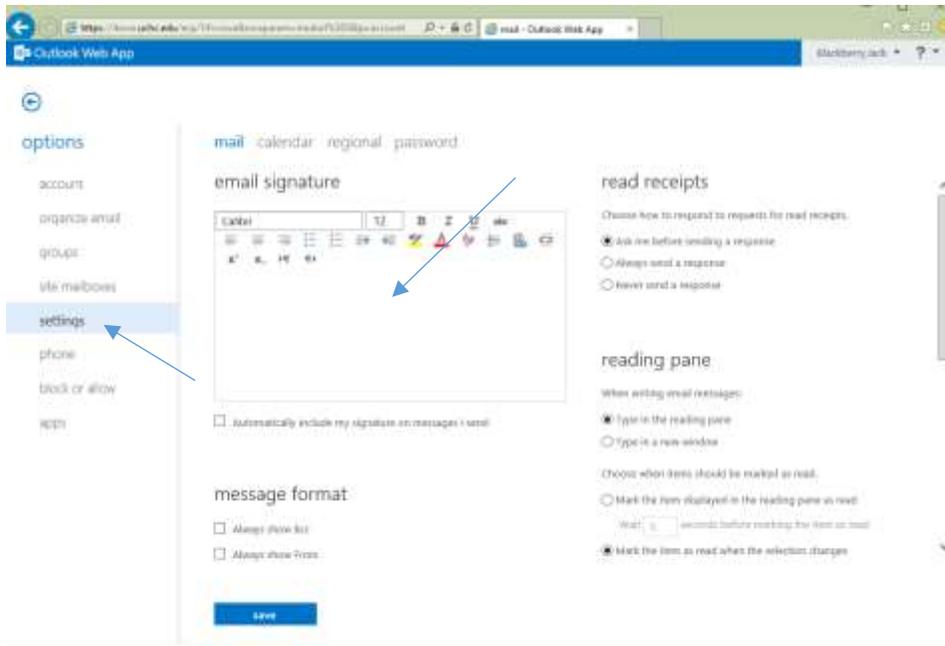
Next we will look at some of the Options that you can set.

Setting up a Signature File for Outlook Web Access

Left-Click on the Gear icon in the upper right hand corner and select Options



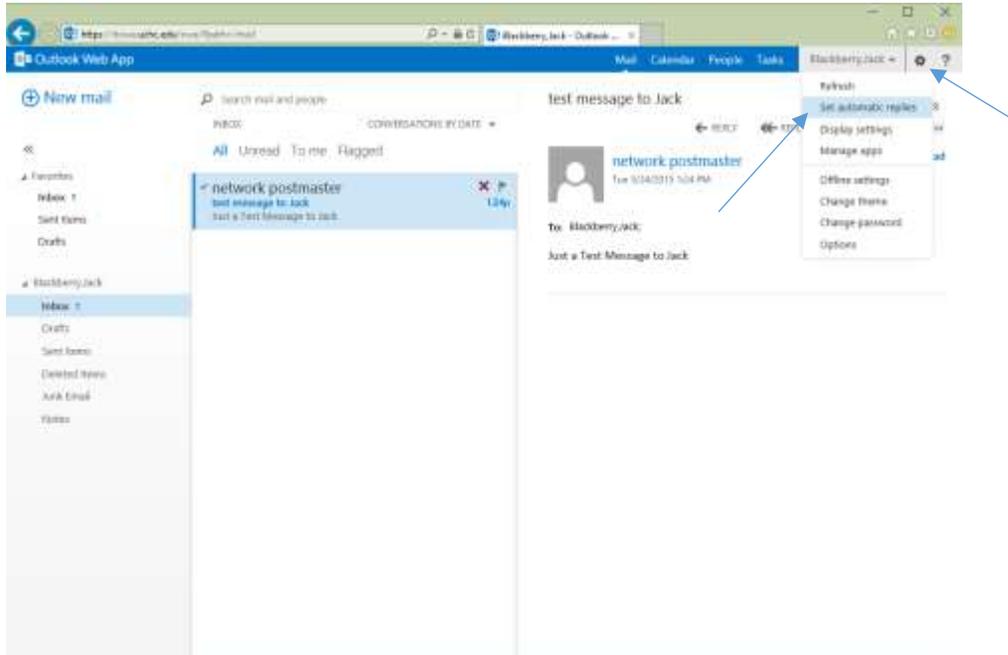
In the Options Screen you select Settings and the signature options will appear to the right.



Also from the settings screen you can change settings for your email and calendar. There are many options that you can set. We have found that the default settings are appropriate for most users.

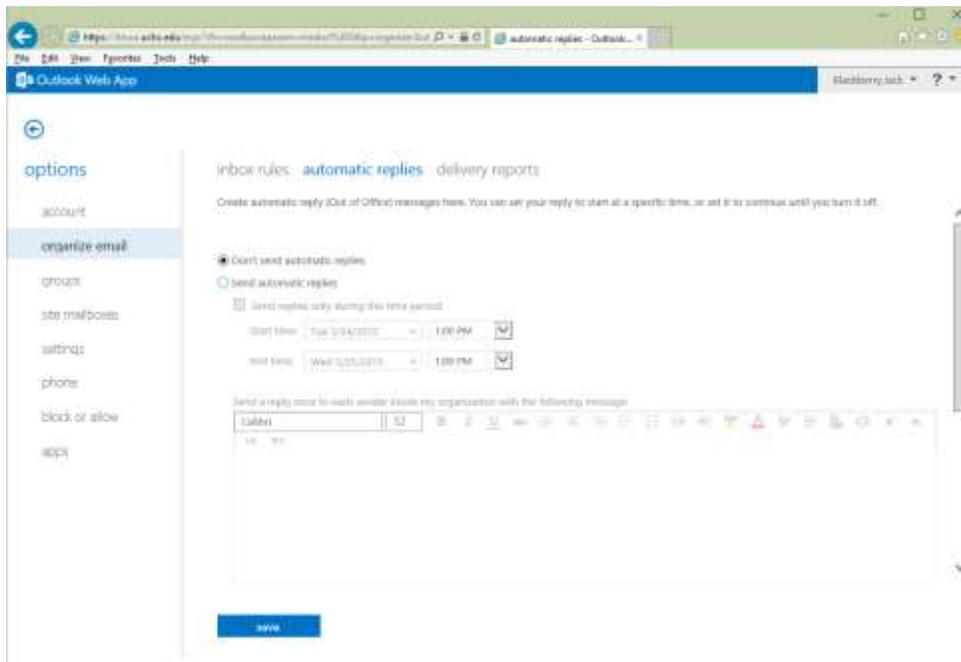
Setting up Out of Office (OOO).

Again you need to left-Click on the Gear icon in the upper right hand corner and select Set automatic replies.



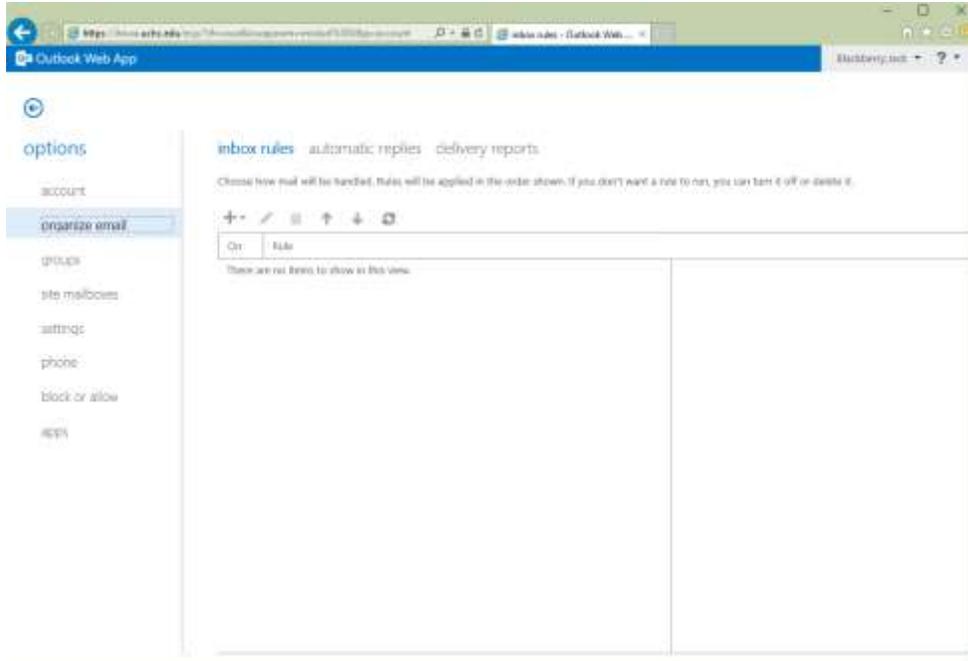
From here you can select the option to send out automatic replies to both internal and external users. You also can set the replies to start and stop at a set time.

UConn Health Information Technology
Outlook Web Access
Users Guide



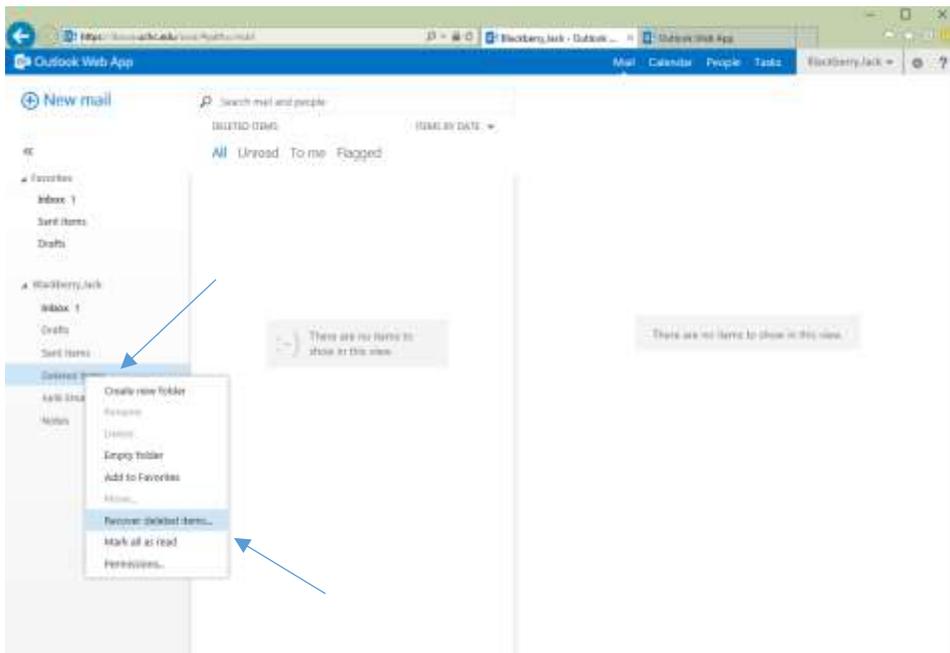
Setting inbox rules

You need to select the Gear icon, Options and then select organize email. All of the inbox rules can be set through here.



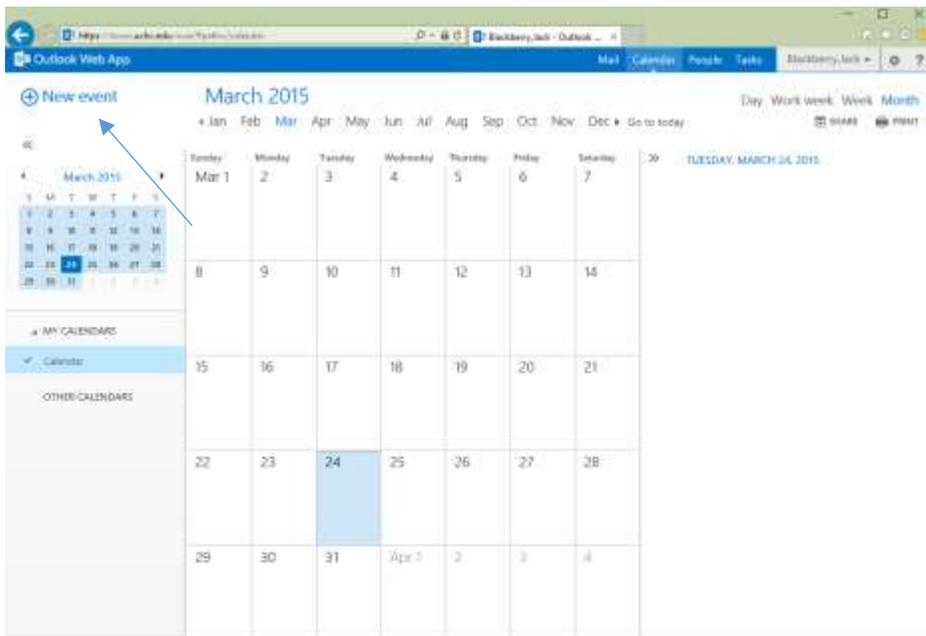
Recover Deleted Items (Mail that you deleted from your Deleted Folder)

Right-click on the deleted items folder and then left-click on Recover Deleted Items.



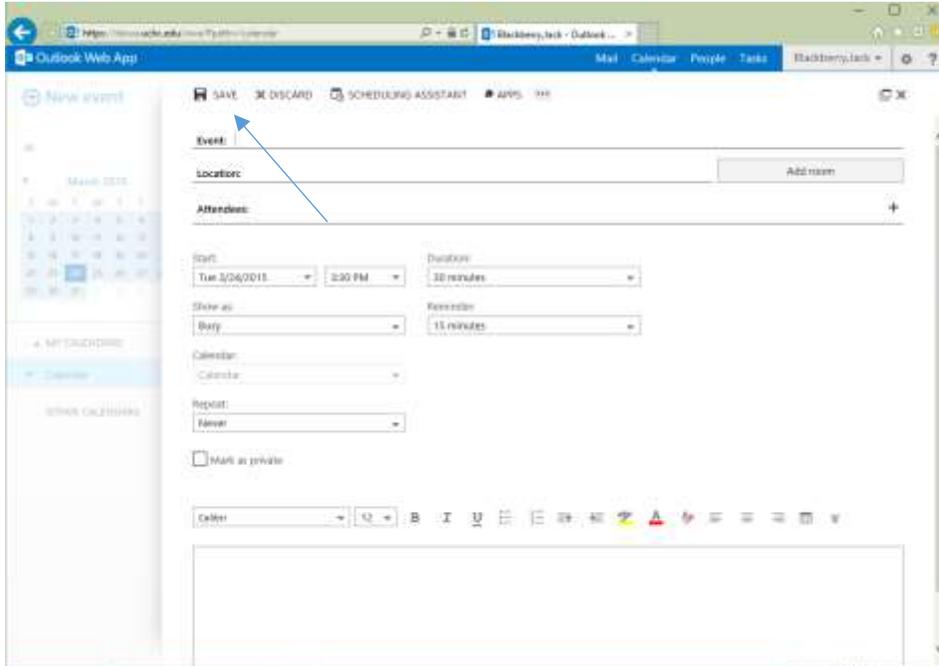
Using your Calendar

On the Blue Outlook Web App line left-click on the Calendar tab.



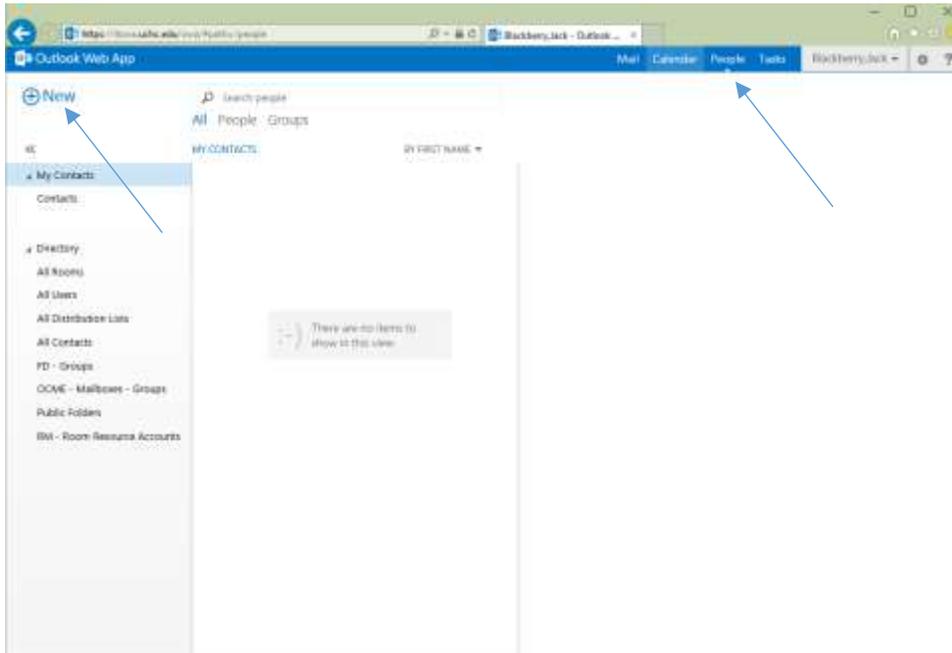
Add a new calendar entry

Just click on the + New event and fill in the calendar information and left-click save.



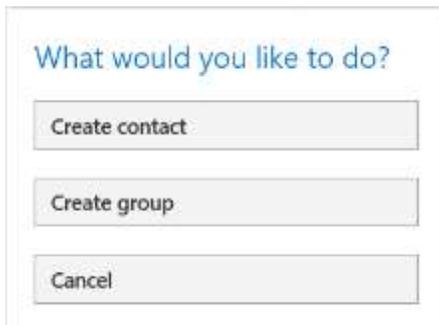
Using Contacts (People)

On the Blue Outlook Web App line left-click on the People tab.



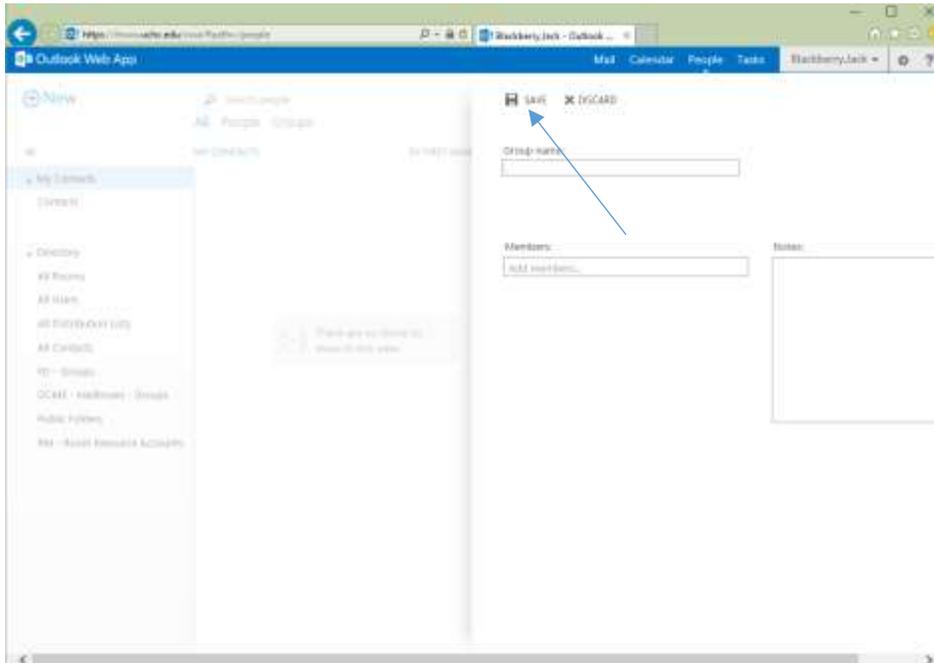
Creating a new Contact or Contact group

When you left-click on the + New you will be prompted to select Create contact or contact group.



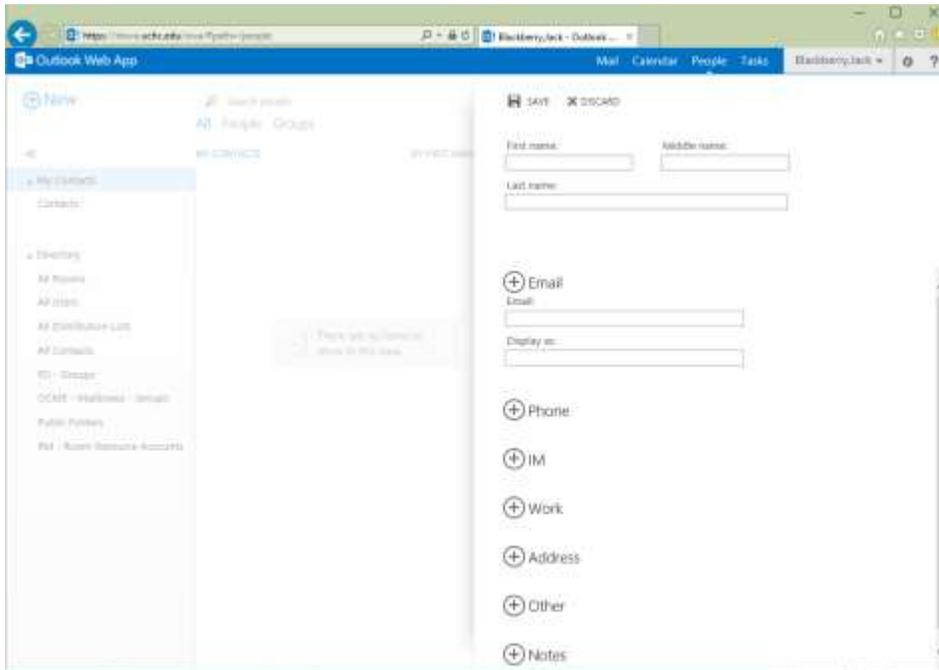
Contact group Creation

Fill in the group name and the members that you want in this group then left-click save.



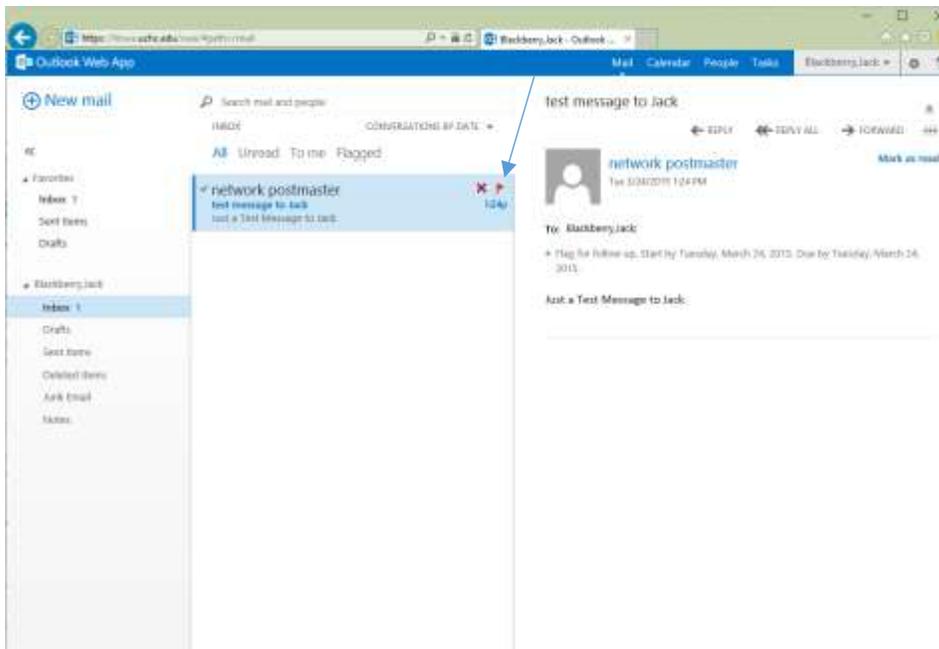
Add a new Contact

Fill in the information that you require. You may need to expand the fields. Left-click save after you have finished.



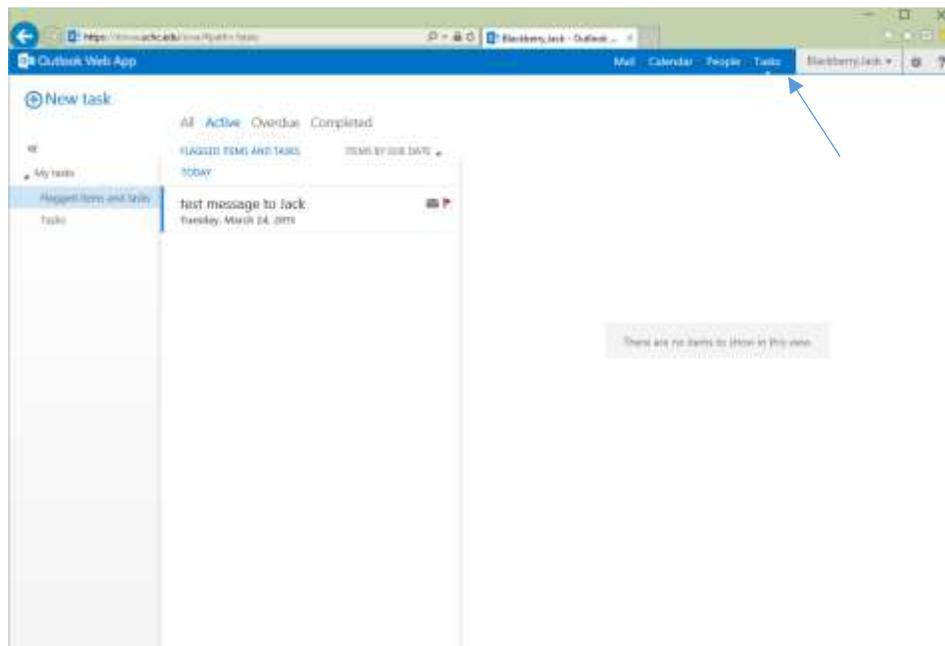
Using the Tasks

The easiest way to use the Tasks tab is to flag emails. This will put them into your tasks to-do list.



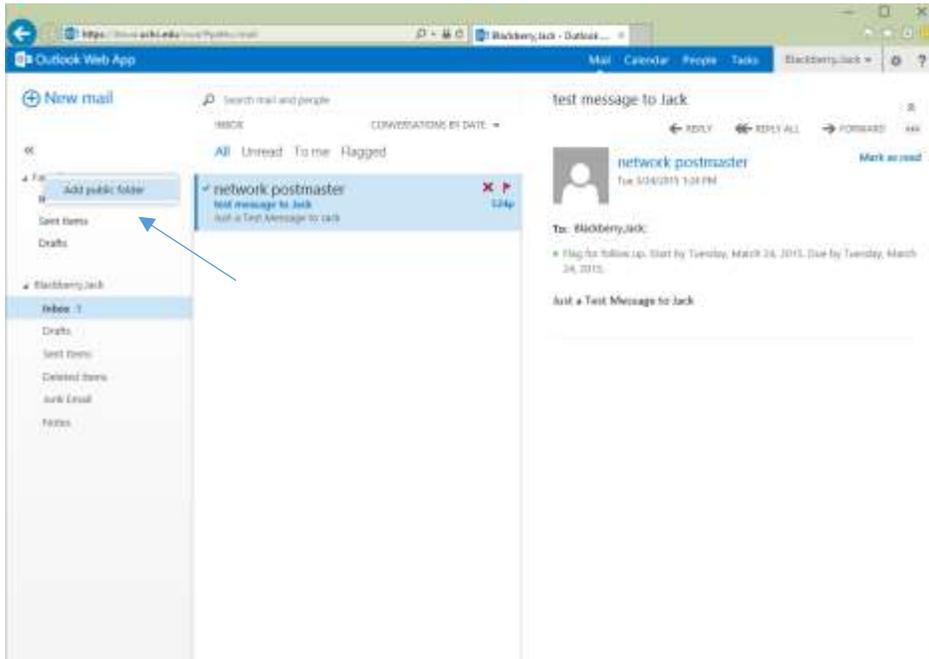
On the Blue Outlook Web App line left-click on the Tasks tab.

From here you will be able to manage your tasks.

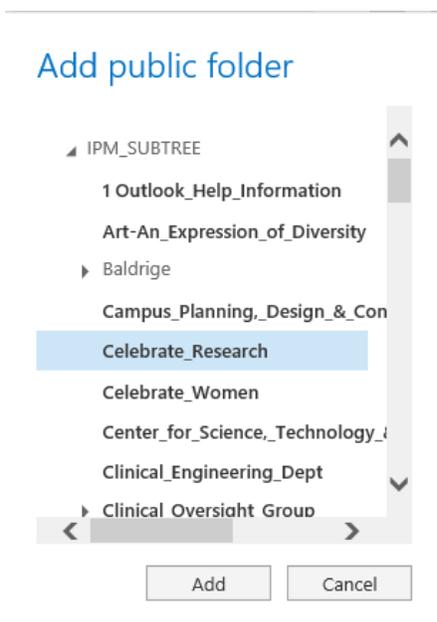


Public Folders

Right-click on Favorites and highlight add public folder



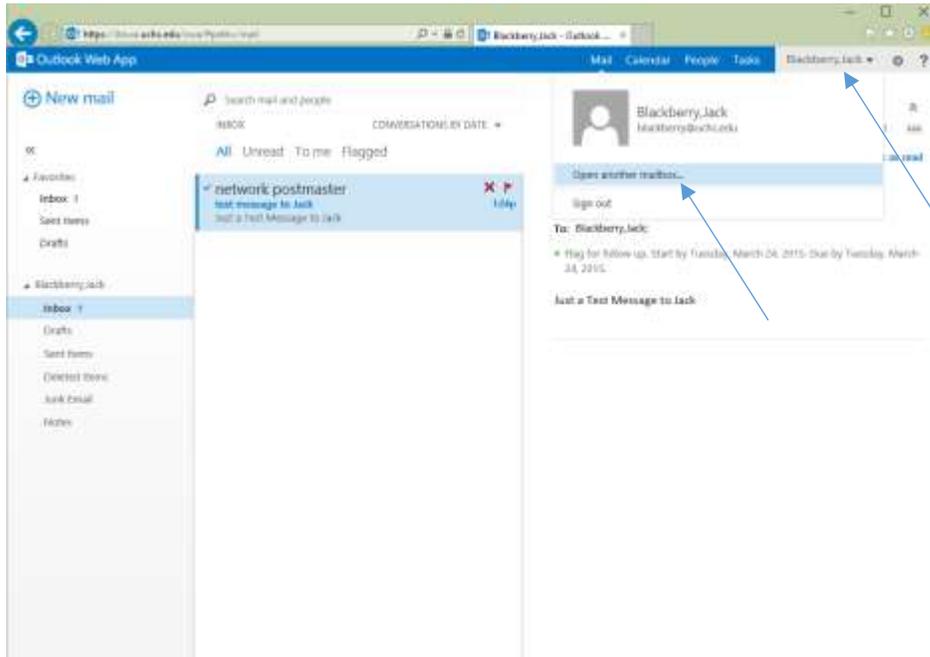
This will allow you to select the public folders that you use the most and they will be located off your favorites.



UConn Health Information Technology
Outlook Web Access
Users Guide

Accessing a Shared Account

Left-click on your name in the upper right hand corner and left-click on Open another mailbox.



You will be presented with a selection box. Enter in the name of the shared mailbox. After you have typed in something you will be presented with a search box that will allow you to search for the address in your personal contacts or the UConn Health Global Address List.

